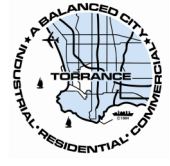


The City of Torrance is hiring for:

POLICE RECORDS TECHNICIAN

\$17.56 - \$22.42* per hour



The Torrance Police Department is recruiting multiple Police Records Technicians to join this fast-paced environment. If you are able to multi-task and adapt quickly to change, start your career in the Records Division. Police Records Technicians work under the general supervision of the Police Operations Supervisor and perform specialized clerical duties in the preparation and maintenance of police records; provide support to Police Officers and Services Officers; respond to public information inquiries; and perform related work as required. **For a full job description, please visit:**

www.TorranceCA.Gov/22045.htm.

Police Records Technicians **must** be available to work four, 10-hour shifts per week on a rotating basis, including weekends and holidays. Shift hours are 7 A.M. to 5 P.M. (day), 12 P.M. (Noon) to 10 P.M. (swing), and 9 P.M. to 7 A.M. (graveyard).*

Minimum Qualifications

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

- Graduation from a high school or equivalent; and
- One (1) year of experience working with the public.

Ideal Candidate

The ideal candidate should possess the following professional qualities:

- Experience performing the accurate input of data or performing clerical or administrative support;
- Outstanding interpersonal skills;
- Knowledge of proper telephone and front counter etiquette;
- Ability to handle a fast-paced work environment;
- Ability to work independently;
- Be a self-starter;
- Be adaptable to change;
- Ability to understand and adhere to rules pertaining to the confidentiality of law enforcement.

Questions regarding this position may be directed to
CWitherspoon@TorranceCA.Gov,
Christy Witherspoon, Police Records Administrator.

Salary & Benefits

*Shift differentials: In addition to base pay, **5%** for swing shift and **7.5%** for graveyard shift.

*Eligible Police Records Technicians assigned to a rotating shift receive a **\$0.35/hour premium**.

*Assignment pay in the Records Division receives a **\$0.40/hour premium**.

- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS) which is funded through contributions from both the employer and employee.
- Deferred Compensation Plan available.
- Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.
- Excellent Health, Dental, Vision plans, and Life Insurance.
- Flexible spending options for medical, dental, and childcare expenses.
- Thirteen paid holidays.
- Paid vacation and sick days.
- Tuition reimbursement program.

How to Apply

Interested candidates must submit an online application and supplemental questionnaire at www.TorranceCA.Gov/Jobs/. The application filing period opens **Monday, March 21, 2016 at 7:30 A.M.** and closes **Monday, March 28, 2016 at 5:30 P.M.** Only those candidates who best meet the City's needs will be invited to participate in the testing process, which will consist of the following:

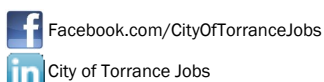
Written Test - 35%
Performance Test - 30%
Oral Interview - 35%

Test dates are to be determined. Please visit our webpage under Recruitment Status for updates and current status.

Applicants with disabilities who require special testing arrangements **must** notify Human Resources **prior** to the final filing date.

As a condition of employment, candidates must pass a thorough background investigation including a polygraph and pre-employment medical exam.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.



Human Resources · 3231 Torrance Blvd. · Torrance, CA 90503 · www.TorranceCA.Gov
Phone: 310.618.2915 · Fax: 310.618.2995 · E-mail: jobinfo@TorranceCA.Gov



16031115 TO/HS

**CITY OF TORRANCE
SUPPLEMENTAL APPLICATION FORM
POLICE RECORDS TECHNICIAN
Job Code 16031115**

1. Are you willing and available to work all rotating shifts, including Saturdays, Sundays, and holidays?
☐ Yes
☐ No
2. Are you willing and available to work 7 a.m. to 5 p.m. (day shift)?
☐ Yes
☐ No
3. Are you willing and available to work 12 p.m. to 10 p.m. (swing shift)?
☐ Yes
☐ No
4. Are you willing and available to work 9 p.m. to 7 a.m. (graveyard)?
☐ Yes
☐ No
5. Did you graduate from high school or have a GED certificate?
☐ Yes
☐ No
6. How much full-time work experience do you have with public contact?
☐ None
☐ Less than one year
☐ One to three years
☐ More than three years
7. Please describe a time when you had to explain a process, procedure or policy to someone.
8. How much full-time work experience do you have performing data entry?
☐ None
☐ Less than one year
☐ One to three years
☐ More than three years
9. How much full-time work experience do you have performing clerical or administrative support?
☐ None
☐ Less than one year
☐ One to three years
☐ More than three years
10. What resources do you use to assist you in training to learn a new job/position?
11. The records department is a fast paced environment in the Police Department, please give an example of a time when you experienced a similar situation and how you handled it.